



STARS
Student Tracking and Reporting System

**2009-2010 Scheduling Season Plan
Pre-Requisite for Pre-Scheduling Workshop**

SCHEDULING SEASON PLAN SY 2009- 2010

The success of your school's scheduling experience depends on good planning and preparation. This planning document is intended to be a guide in that process. Please complete this planning document before your assigned Pre-Scheduling Workshop.

You must have this plan reviewed and signed off by your Director of Scheduling, Jerome DeMarchi, prior to the workshop. Take this completed / signed Planning Document to the Pre-Scheduling Workshop. If you do not have a completed and signed Planning Document at the beginning of the workshop, you will be asked to call the Director of Scheduling who will work with you to complete the plans and have you rescheduled into a later workshop as space permits.

Note: We strongly advise against changing your master schedule after the 2009-2010 school year begins. DC STARS Team cannot guarantee support of changes to your schedule once the school year opens.

School Name: _____

- ☐ **A-** I plan to keep the same schedule structure for SY 2009/2010 as SY 2008/2009
- ☐ **B-** I plan to change the structure of my school's master schedule for SY 2009/2010
- ☐ **C-** I plan to use Individualized Course Plans to enter student course selections.
- ☐ **D-** I plan to use Option Sheets to enter student course selections.

Principal's Signature _____ **Date** _____

Jerome DeMarchi _____ **Date** _____



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School Type: ☐ High ☐ Middle ☐ Education Campus ☐ Other

1. Check each course length used in your schedule:

- ☐ 36 weeks
- ☐ 18 weeks
- ☐ 9 weeks

2. Do all classes meet every day of the schedule?

☐ Yes

☐ No. If no, select one of the below.

- ☐ Classes meet every other day, alternating with another class during the same class period. (e.g. Course 1 meets Day 1- Period 1, Course 2 meets Day 2- Period 1)
- ☐ Classes meet every other day using a different period to differentiate the day (e.g. Periods 1,3,5,7 meet on Monday, and Periods 2,4,6,8 meet on Tuesday)
- ☐ Classes meet on specific days of the week only. If so, please describe in detail:



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3. Show your period (tumble) pattern:

Note: *Tumble patterns are used to order scheduled periods in a variety of ways.*

Example:

	Monday	Tuesday	Wednesday	Thursday	Friday
Period	1	2	1	2	1
Period	2	4	3	4	2
Period	5	6	5	6	3
Period	7	8	7	8	4
Period					5
Period					6
Period					7
Period					8



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Show your school's tumble patterns:

	Monday	Tuesday	Wednesday	Thursday	Friday
Period					
Period					
Period					
Period					
Period					
Period					
Period					
Period					



4. In addition to the regular class periods, will your schedule include any additional periods outside of the normal day? If yes, enter the number of periods required.
(Insert Period Assignment Requirements)

Check the type used

Number of periods**Additional Period Type**

- ☐ _____ Before regular classes
- ☐ _____ After regular classes
- ☐ _____ Other (please specify)_____

5. Do you have block courses and single period courses in your schedule? (e.g. 90 minute courses and 45 minute courses)

- ☐ Yes
- ☐ No

6. List all periods contained within the normal school day and the number of minutes in each period.

Period	Length in Minutes



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7. List your complete bell schedule.
Example

Time	Period#	Length	Period Use
8:30-9:30	1	60 Minutes	Regular Class
9:30-9:35		5 Minutes	Passing Time
9:35-10:35	2	60 Minutes	Regular Class
10:40-10:45		5 minutes	
Etc.			

Time	Period#	Length	Period Use



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- A) Using this bell schedule, how many minutes are in your total school day? _____
- B) Using this bell schedule, does it meet all the requirements of the teacher union? _____ (Remember lunch and break requirements.)
- C) Using this bell schedule, are there enough hours for each course to meet seat requirements? _____

8. Do you use Teams/Groups for scheduling purposes?

☐ No

☐ Yes- if yes, do the students:

- ☐ Remain with their small group (section) in each class for the teamed courses? Please describe your teaming situation below:

In what grades do you use Teams for scheduling students and how many teams per grade?

Grade	Number of Teams	Number of teachers per team



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9. Will you be using Exploding Courses? Students remain together for the year or the semester, but move through shorter duration courses. (e.g. Exploratory class lasting the whole year made up of a 9 week Art, 9 week Music, 9 week Computer, and 9 week Language class.)

☐ Yes

☐ No

10. Is there any course that you listed above which is not currently in the District Course Catalog (Standard Courses).

☐ Yes

☐ No

11. For schools using Individual Course Plans who will be responsible for managing the process of Creating Options from Individual Course Plans?

Name

Position



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**Pre-Requisite for Scheduling Workshop
Senior High Schools**

Senior High Schools – Course options or ICP entry **MUST** be complete for all enrolled students before the beginning of your assigned Scheduling Workshop. If ICP entry has not been completed, you will be asked to contact Jerome DeMarchi to be rescheduled into a later workshop as space permits.

When you have completed course options or ICP's, sign below and have Jerome DeMarchi sign. Bring the signed form to the Scheduling Workshop.

School _____

We have completed Course Options or ICP's for all enrolled students.

Principal _____ **Date** _____

Jerome DeMarchi _____ **Date** _____



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**Pre-Requisite for Scheduling Workshop
for Middle Schools, Education Campuses and Centers
planning to schedule students in DC STARS**

You must complete a written diagram / layout of your schools master schedule. Once completed and signed off by Jerome DeMarchi, bring the approved plan to your assigned Scheduling Workshop.

Include your overall drawing below and attach detailed pages as needed.

School _____

Principal _____ Date _____



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Jerome DeMarchi _____ **Date**_____